

**RILEY COUNTY-MANHATTAN HEALTH DEPARTMENT
HEALTH BOARD MEETING**

MINUTES OF APRIL 28, 2010

REGULAR MEETING No. 4

The regular meeting of the Riley County-Manhattan Health Board was held Wednesday, April 28, 2010 at 12:00 noon at the health department, 2030 Tecumseh Road.

ATTENDANCE

Ten members of the Board were in attendance at the meeting; these included: Dr. Paul Benne, Brady Burton, Dr. Matt Floersch, Doug Kinney, Karen McCulloh, Debbie Nuss, Lauren Palmer, Sandra Tabor, Katie Thompson-Laswell, and Dr. Daniel Winter. Staff members present were Charles Murphy, Susanne Kufahl, Mindy Robbins, Lisa Ross, Dawn Searles, Shelley Hays, and Kym Nies. Also in attendance was Sue Cohen, League of Women Voters. Dr. Derek Mosier was unable to attend. There were sufficient members present to constitute a quorum.

New board members were introduced. Daniel Winter, DDS, has been appointed by the city. Loren Pepperd will replace Bob Strawn beginning in May as the City Commission representative.

PUBLIC INPUT

There was none.

MINUTES

Minutes from the March 31, 2010 meeting were reviewed. *****Ms. Thompson-Laswell moved to approve the minutes as distributed. Ms. Nuss seconded the motion. Motion carried.**

ADOPT AGENDA

The proposed agenda was reviewed. Dr. Benne asked to add electronic cigarette discussion as item D. *****Mr. Kinney moved to approve the agenda with the addition of Item D. Mr. Thompson-Laswell seconded the motion. Motion carried.**

New board members were introduced. Daniel Winter, DDS, has been appointed by the city. Loren Pepperd will replace Bob Strawn beginning in May as the City Commission representative.

Mr. Burton reminded board members to fill out the Conflict of Interest Statement which was approved by the board in April and return it to administration as soon as possible.

**TREASURER'S
REPORT**

Mr. Kinney reviewed the financial documents distributed in packets. Things appear to be on track for the time of year. He noted that while the expenses are tracking closely with the budget, revenues are more

difficult to track due to grant timing issues. Two new documents were included in packets at board members' request. Mr. Kinney stated that he saw nothing of significance that needed to be discussed regarding the extra documents.

REPORT OF THE ADMINISTRATOR

A new state grant targeting sexually active clients for Hepatitis A and B vaccinations has been received. The vaccine will be provided by the state and will be offered to low income, sexually active clients. We are required to absorb all other costs associated with the vaccine. Administration agreed to offer the program for one year.

The state asked if we were interested in participating in a program targeted at testing all family planning clients for HIV. The grant requires a 40% match, so we turned it down at this time. The clinic screens clients and recommends testing for those who are at risk. Testing is also available for anyone who requests it.

The Food Inspector position has been funded by the city and county. Mr. Murphy was able to re-hire the previous food inspector. The city and county also agreed to fund half of the sanitary code inspector position.

Additional state cuts are pending for 2011, possibly in the Smart Start and Early Childhood Block Grants. Award amounts for KDHE grants should be known by July.

We have advertised extensively for the ARNP position, but have received no applications to date. Administration is very concerned about the situation and is following up on all leads.

Ms. Kufahl noted that the department highlight will be included at the next board meeting.

COMMITTEE REPORTS

There were no committee reports.

UNFINISHED BUSINESS

The Food Service position was discussed at the April 15 City/County meeting. Dr. Benne spoke on behalf of the board and several board members were in attendance at the meeting. Their support was noted and greatly appreciated. The board is being asked whether or not to approve reinstating the food service position which will be funded by the city and county beginning in 2011. *****Dr. Floersch moved to reinstate the food inspector position and fund the half sanitary code position according to the funding approved by the city and county. Mr. Kinney seconded the motion. Motion carried.**

Administration submitted tiered budget proposals according to the board's request. The proposals include 5% and 10% tiers, as well as a proposal funded level with 2010 actuals. After much discussion, the board felt it most appropriate to submit a budget at level funding.

*****Mr. Burton moved to submit a level-funding budget for 2011. Ms. Tabor seconded the motion. Motion carried.**

*****Ms. McCulloh moved to approve proposed By-Laws. Mr. Kinney seconded the motion. Motion carried.**

Dr. Benne led a discussion regarding electronic cigarettes and how they fit into the recent tobacco ordinance. The question seems to be how the term "smoking" is interpreted in the ordinance. The existing ordinance can't be amended for 10 years. ***** Dr. Benne moved to send a letter from the board to the City Commissioners asking for a legal opinion from the city attorney regarding interpretation of the term "smoking" in the city tobacco ordinance and whether the ordinance covers electronic cigarettes. Ms. Nuss seconded the motion. Motion carried.**

NEW BUSINESS

*****Mr. Kinney moved to accept the bid from Varney & Associates for the 2009 audit in the amount of \$5,250. Dr. Floersch seconded the motion. Motion carried.**

The board discussed which financial documents they would like to receive with board packets monthly. ***** Mr. Kinney moved to have the following financial documents included with board packets: monthly Balance Sheet (Statement of Financial Position), monthly Financial Report, monthly Statement of Revenues and Expenditures, and Designated Fund listing (at least annually). Dr. Floersch seconded the motion. Motion carried.**

The next regular board meeting was scheduled for Wednesday, May 26, 2010 at 2030 Tecumseh Road.

The meeting was adjourned at 1:30 pm.

Brady Burton, President

Charles Murphy, Administrator